

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	7/25/2007	Prevention Specialist/ SPF-SIG Coordinator staff change from Joy Eddy to Kristi Lipp
2	Supervise SPF staff/staff evaluation (note dates and any notes)		100%	monthly	Staff meets monthly for supervision with NWMHC County Manager Mike Ratigan
3	Name, title, and phone number of the staff's supervisor				Mike Ratigan, County Manager, 307-746-4456
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100%	7/25/2007	Yes
5	Staff training and paid travel			9/10-9/11	State Prevention Meeting- Cheyenne; Kristi Lipp-Candy Driver-Ratigan-
	(list all training paid under the contract, dates, traveler name, amount)			9/16-9/19	National Prevention Network- Portland, OR; Kristi Lipp-Leslie Patterson-
6	Notify the Division of any board of directors/staffing changes				See above.
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC		100%	9/21/2007	WyPTAC contract signed and returned.
9	Other				

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%		
2	Needs Assessment Instrument Received	Feb or March 2007	100%		
3	Data Collection		100%		
4	Data Analysis		100%		
5	Priorities Identified		100%		
6	Needs Assessment Sent to SAD	1-Jun-07	100%	Jun-07	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	Jun-07	
	Revise Needs Assess/Submit Final				
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities			8/17/2007 9/7/07	Strategic Plan training with WyPTAC Strategic Plan work meeting
				5/24/2007 6/12/2007 7/18/2007 8/23/2007 9/27/2007	8 members attending 7 members attending members attending members & 2 guests attending members & 1 guest attending
2	Community Advisory Council Meetings List dates & number of people who attended				9 6 9
	See below for membership report				
3	Budget and Funding Approved by CAC (attach minutes)				

4	Community Resource Assessment note date and attach report				
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training for SAC/Community				
7	Briefly describe how the community was involved in the SPF process during this reporting period				The community was involved through representation on the Task Force and by education through the local newspaper regarding the Strategic Plan process.
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07	100%	Jul-07	
	Receive Strategic Planning Materials from SAD		100%	Jul-07	
	Research Evidence Based Strategies		100%	Aug-07	
	Match Strategies to Data/Needs		100%	Aug-07	
	Write Strategic Plan		100%	Aug-07	
	Submit Strategic Plan to SAD		100%	Sep-07	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	100%	Oct-07	
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

**F Deliverables and Assurances
Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%		
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%		
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%		
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%		
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07			
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)		100%		

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				N/A
2	Restricted activities (report any approval requested and received for these) fairs/brochures/educational materials media				N/A
3	Please note any significant changes from the budget submitted in the application.				N/A
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				The completion of the Strategic Plan. An article was published on the front page of the News Letter Journal, complete with color photo. (See attached article.)
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				The change in staff for the SPF/SIG grant (hiring of a new Prevention Specialist.)
6	Please briefly list any significant changes or information related to this grant				See above.

